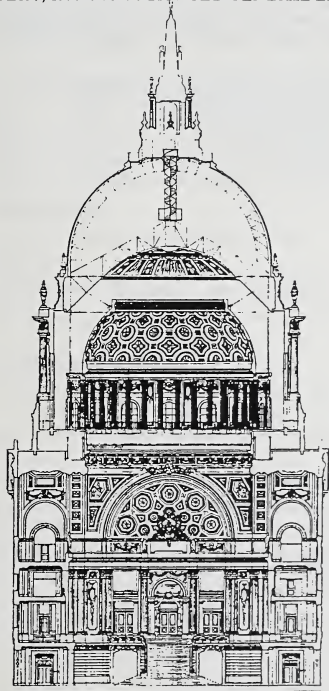


GUIDE TO SUBMITTING ARGUMENTS FOR SAN FRANCISCO BALLOT MEASURES


NOVEMBER 7, 1995 CONSOLIDATED GENERAL ELECTION



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Office of the
REGISTRAR OF VOTERS
City and County of San Francisco
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Guide to Submitting Arguments for San Francisco Ballot Measures

*** New Address ***

The Registrar of Voter's Office is now located at 633 Folsom Street, in room 109.

INTRODUCTION

This Guide to Submitting Arguments for San Francisco Ballot Measures has been prepared to assist individuals and organizations who wish to submit arguments in favor of or arguments against local measures to appear on the ballot for the November 7, 1995 General Municipal Election in San Francisco. Ballot Arguments are printed in the Voter Information Pamphlet.

These guidelines are based on San Francisco Administrative Code Sections 5.74.2 through 5.86.3 and the California Elections Code. (Code sections cited in this guide are from the San Francisco Administrative Code unless otherwise specified.) Although these guidelines are intended to summarize the laws for submitting ballot arguments, persons interested in submitting ballot arguments should not rely solely on this guide. Copies of the California Elections Code and San Francisco Administrative Code are available in the Law Library, room 448, of 633 Folsom Street. You should contact the Registrar's Office or your own legal counsel if you have questions about these laws.

IMPORTANT DATES AND DISCOUNTS!

These are important highlights of the procedures for submitting ballot arguments:

The deadlines for submitting arguments are:

1. "Proponent's Arguments" and "Opponent's Arguments" -- Noon on Tuesday, August 22, 1995;
2. Rebuttals to "Proponent's Arguments" and "Opponent's Arguments" -- Noon on Tuesday, August 29, 1995;
3. Paid Arguments -- Noon on Tuesday, August 29, 1995

There are substantial discounts available for submitting paid arguments early and in the preferred format. The discounts are:

1. \$150.00 discount for submitting the argument by Noon on Friday, August 25, *OR* \$50.00 discount for submitting the argument by Noon on Monday, August 28.
2. \$25.00 discount for submitting the argument in the preferred format (neatly typed on the correct form)
3. \$75.00 discount for submitting the argument on a computer disk (must include a typed copy on the correct form -- submitters will receive either discount "2" or "3" but not both)

These discounts may be combined for a maximum discount of \$225.00, but the minimum fee for any argument is \$50.00 (i.e., you can't combine the discounts to get an argument that costs less than \$50.00). However, you may collect signatures on a "Petition In Lieu of Printing Fee" for the full amount of the argument.

WHO MAY SUBMIT ARGUMENTS FOR LOCAL MEASURES (*Admin. Code §5.74.2*)

Proponents and opponents of local ballot measures may submit arguments in favor of or against any local measure. Arguments may be submitted by: (1) any group of eligible voters, (2) any bona fide association of citizens, (3) any combination of individuals, groups, and associations, (4) any individual who is a San Francisco registered voter, (5) the Mayor and (6) the Board of Supervisors. If you sign a ballot argument as an individual, you must be registered to vote in San Francisco.

"PROPONENT'S" & "OPPONENT'S ARGUMENTS" (Admin. Code §5.74.5)

For each measure, one argument in favor of the measure and one argument against may be printed in the Voter Information Pamphlet free of charge. These arguments are called the "Proponent's Argument" and the "Opponent's Argument." Each argument must be 300 words or less.

The designation "Proponent's Argument" and "Opponent's Argument" indicates only that the arguments were selected in accordance with the established priorities and are printed free of charge. The Registrar does not edit the arguments; the Registrar makes no claims as to the accuracy of statements in the arguments.

The "Proponent's Argument" and the "Opponent's Argument" are selected by the following priorities:

"Proponent's Argument"

1. The official proponent of an initiative petition; or the Mayor, the Board of Supervisors, or four members of the Board, if the measure was submitted by same.
2. The Board of Supervisors, or any member or members designated by the Board.
3. The Mayor.
4. Any bona fide association of citizens, or combination of voters and association of citizens.
5. Any individual voter.

"Opponent's Argument"

1. For a referendum, the person who files the referendum petition with the Board of Supervisors.
2. The Board of Supervisors, or any member or members designated by the Board.
3. The Mayor.
4. Any bona fide association of citizens, or combination of voters and association of citizens.
5. Any individual voter.

*** NOTE: Filing as a campaign committee no longer entitles you to preference for submitting the Proponent's or Opponent's Argument

The absolute deadline to submit a "Proponent's Argument" or "Opponent's Argument" for consideration is Noon on Tuesday, August 22, 1995.

REBUTTAL ARGUMENTS (Admin. Code §5.74.6)

After the "Proponent's Arguments" or "Opponent's Arguments" have been selected, the Registrar of Voters will send the author of the "Proponent's Argument" a copy of the "Opponent's Argument," and the Registrar will send the author of the "Opponent's Argument" a copy of the "Proponent's Argument." The authors of those arguments may then submit rebuttal arguments of no more than 250 words. Rebuttal arguments must be submitted by Noon on Tuesday, August 29, 1995.

If no "Opponent's Argument" is submitted opposing a measure, then no rebuttal argument will be accepted from the proponents. Similarly, if there is no "Proponent's Argument" then no rebuttal argument will be accepted from the opponents.

Authors of "Proponent's Arguments" or "Opponent's Arguments" may assign their rebuttal rights to others. Only the original submitters of the "Proponent's Argument" or "Opponent's Argument" may submit their own rebuttal arguments. It is expected that the argument and rebuttal will be signed the same way. However, if the argument was submitted by more than one person or group, the Registrar may be able to accept the rebuttal with the signature of only one person or group. Submitters who anticipate that this may apply to them should discuss this with the Registrar's Office in advance. If the original author wishes to assign the rebuttal rights to another person, then the rebuttal must be submitted with a statement signed by the original author stating to whom the rights were assigned. The original author may accomplish this by signing the rebuttal argument and indicating on it clearly the intention to assign the rebuttal rights.

PAID ARGUMENTS (Admin. Code §5.74.8)

In addition to the "Proponent's Arguments" and "Opponent's Arguments" any eligible voter, group of voters, or association may submit paid arguments which will also be published in the Voter Information Pamphlet. Paid

arguments must be submitted no later than Noon on Tuesday, August 29, 1995. The printing fee (or signatures on a Petition In Lieu of Printing Fee) must be submitted at the same time the arguments are submitted. The limit for paid arguments is 300 words.

PRINTING FEE

The fee for printing an argument in the Voter Information Pamphlet is \$200.00 plus \$2.00 per word. Payment may be made by check, money order or cash, at the time the argument is submitted. Because submitters sometimes under-count the number of words in their argument, they may wish to deposit more money than they believe is necessary to pay for their argument.

SIGNATURES IN LIEU OF PRINTING FEE (Admin. Code §5.74.9)

Anyone who does not wish to pay the printing fee may submit signatures on a Petition In Lieu of Printing Fee. Each valid signature collected will reduce the printing fee by \$0.50. The petition shall be headed:

"PETITION IN LIEU OF PRINTING FEE FOR LOCAL BALLOT ARGUMENT"

The petition must include:

1. a request that the printing fee be waived
2. a statement that the signers of the petition are registered to vote in San Francisco
3. the full text of the ballot argument, including the names of those people who will be included as signers of the argument
4. the signature of each person signing the petition, along with his or her printed name, residence address, city, state, and zip code
5. an AFFIDAVIT OF CIRCULATOR in the form set forth in California Elections Code §3519. A blank petition form is attached to this guide.

PREFERRED FORMAT OF BALLOT ARGUMENT

When printed in the Voter Information Pamphlet, proponents' arguments will be titled "PROPONENT'S ARGUMENT IN FAVOR OF PROPOSITION ---", opponents' arguments will be titled "OPPONENT'S ARGUMENT AGAINST PROPOSITION ---". Rebuttals will be titled "REBUTTAL TO ARGUMENT IN FAVOR OF PROPOSITION ---" or "REBUTTAL TO ARGUMENT AGAINST PROPOSITION ---". Paid arguments will be titled "PAID ARGUMENTS IN FAVOR OF PROPOSITION ---", opponents' arguments will be titled "PAID ARGUMENTS AGAINST PROPOSITION ---". The title will be printed in the Voter Information Pamphlet in bold, sans serif, all caps type, and for paid arguments will be printed once on each page containing similar arguments.

Arguments submitted neatly typed, on the form provided by the Registrar of Voters will be eligible for a \$25.00 discount. A sample of the preferred format is attached. The preferred format means:

1. Argument is neatly typed, on the Registrar of Voters' form. (If typed or printed with a ribbon printer, make sure that the impression is dark enough to be legible and easily copied.)
2. A one-inch margin appears on the right and left side of the page.
3. One or two blank lines are left between each typed line (double space or triple space).
4. The number of words in each line of text has been counted and written at the end of that line in the right hand margin (these numbers may be neatly printed by hand).
5. The total number of words in the argument (total of all lines) has been written at the bottom of the page.
6. The text of the argument will appear in the Voter Information Pamphlet in roman type, with the names of the signers printed in roman italic type. Submitters may designate certain portions of the text to be set in either bold,

italic, or bold italic type. Do it this way: underline the appropriate portion of the text, and indicate in the left hand margin "B" for bold, "I" for italic, or "BI" for bold italic. If more than one style change is needed in any one line of text, write them in order in the left margin, clearly separated by commas. These style markings may be made by hand. Style changes may be indicated by typing. No text printed in the Voter Information Pamphlet will be underlined.

7. Submit a completed "Ballot Argument Control Sheet" with each argument, along with the contact person's name, address and phone number, and the names of the first two submitters or signers. (Form and sample attached.)

ARGUMENTS SUBMITTED ON COMPUTER DISKS

Arguments submitted on computer disks are eligible for a discount of \$75.00. The disk must be a 5 1/4" or 3 1/2" flexible diskette, formatted for use on an IBM-PC compatible computer. (Sorry, no Apple or Macintosh.) The file must be in one of the following formats only: WordPerfect 4.2, 5.0, or 5.1, or WordPerfect for Windows, MS-Word, MS-Word for Windows, and Ami or AmiPro. Many copy shops rent computers for self-service use, and many will prepare a disk for a fee. The format must be written on the "Ballot Argument Control Sheet" with each argument. Please note that formatting information is often lost when converting from one word-processor to another. If there is any question about the content of the argument, the Registrar will refer to the typed "hard" copy.

If more than one argument for the same proposition is submitted, please put them all on one computer disk. Make sure that each file is given a clear and unique name. Also, make sure that each disk is labeled with the submitter's or contact person's name and telephone number. The file name must be written on the "Ballot Argument Control Sheet" with each argument. Separate disks must be used if arguments are submitted for more than one proposition.

Arguments submitted on a computer disk must be accompanied by a typed "hard copy" using the preferred format. The discount for submitting a computer disk includes the discount for using the correct form.

LIMIT ON THE NUMBER OF WORDS (Admin. Code § 5.74.2 & 5.74.6)

Arguments are limited to 300 words, and rebuttals to 250 words. In general, each word will be counted toward the 300-word limit (250-word limit for rebuttals). Punctuation is not counted. All of the following count as one word: each part of a name, each initial, each abbreviation and each contraction. Proper geographic names (e.g., San Francisco) are counted as one word. Numbers or dates written in numerals (e.g., 100, 2/14/89) are counted as one word. Numbers or dates written as words are counted by the actual number of words (e.g., one hundred = 2 words, February 14, 1994 = 3 words). The names of the signers of the argument, and the names of any organizations included as part of the signatures are counted toward the maximum word limit. Word combinations normally hyphenated (which appear hyphenated in the dictionary) are counted as one word (refer to Webster's Ninth New Collegiate Dictionary). Political subdivision names and building names will not be considered geographic names. Thus, "City and County of San Francisco" will be counted as 5 words, and "City Hall" will be counted as 2 words. This change was made prior to the November 1993 election.

ARGUMENTS SUBMITTED BEFORE THE FINAL DAY FOR FILING (Admin. Code § 5.74.3)

Arguments will be accepted at the Office of the Registrar of Voters during normal business hours, Monday through Friday, 8:30 a.m. to 5:00 p.m. Submitters must count the words in their arguments and write the word count on the copy of the argument they submit. The Registrar will verify the word count and signatures on a Petition In Lieu of Printing Fee within 48 hours, and will notify the submitter of any discrepancy. The submitter will have 24 hours after being notified to come to the office to correct the problem, by shortening the text, by submitting more signatures, or by paying the amount due. If the submitter has deposited more than the total required fee including In-lieu signatures, the Registrar will refund the excess. All signatures or fee payments must be submitted prior to the deadline for submitting arguments. To avoid any unfair disadvantage to early submissions, paid arguments submitted in advance of the deadline will not be available for public inspection until Wednesday, August 30, 1995. Arguments submitted by Noon on Friday, August 25, 1995 will be eligible for a discount of \$150.00. Arguments submitted by Noon on Monday, August 28, 1995 will receive a \$50.00 discount. These discounts are in addition to the discounts given for arguments submitted on disk or in the preferred format.

PAID ARGUMENTS SUBMITTED ON THE FINAL DAY FOR FILING (Admin. Code § 5.74.10)

Paid arguments will be accepted until Noon on Tuesday, August 29, 1995. Arguments submitted on that day will be provisionally accepted by the Registrar, who will verify the word count and verify signatures on a Petition In Lieu of Printing Fee within 48 hours. If the word count determined by the Registrar is the same as the word count given by the submitter, within seven words over or under, and the argument does not exceed 300 words, the argument will be accepted.

If there is a discrepancy of more than seven words, and the submitter has paid more than the required fee, the Registrar will refund the excess. If there is a discrepancy of more than seven words, and the submitter has not paid a sufficient fee, the submitter will be contacted and allowed 24 hours to come in to the Office of the Registrar and pay an amount sufficient to cover the printing fee for the actual number of words in the argument.

If the argument is more than 300 words, the submitter will be contacted and allowed 24 hours to come in to the Office of the Registrar and delete enough words to eliminate the discrepancy. No editorial changes may be made other than deleting words, even if the deletions make for improper or awkward grammar.

If arguments are submitted and a discrepancy is found in the number of words, number of valid signatures on a Petition In Lieu of Printing Fee, or amount of fee paid, and the submitter does not respond within the allowed time to make up the deficiency, or if the Registrar is unable to contact the submitter after making a reasonable effort, then the Registrar will not publish the argument. The Registrar will refund any amount paid as a printing fee for the argument, but the Registrar will not be responsible for any other remedy.

REFUNDS

Refunds are not given for arguments withdrawn after they are accepted. Overpayments as noted above will be refunded.

Every effort is made to ensure that the arguments that appear in the Voter Information Pamphlet are free of typesetting and printing errors. The procedures written here are only guidelines, and no summary of the Elections Code and Administrative Code can be definitive. The Office of the Registrar of Voters will attempt to answer any questions about these procedures, but the answers given are only advisory in nature. Errors are the responsibility of the submitters. Claims for refunds because of minor errors will not be considered. The only remedy that will be considered in any circumstance is the refund of a monetary fee paid.

PUBLIC INSPECTION

Copies of all material to be included in the Voter Information Pamphlet will be available for public inspection for ten days. (August 23 through September 1 for "Proponent's Arguments" and "Opponent's Arguments;" August 30 through September 8 for rebuttals and paid arguments) Also, copies of typeset pages as they will appear in the Voter Information Pamphlet are open to public inspection as soon as they are available. Submitters of arguments are encouraged to inspect the typeset copies as soon as possible and to notify the Registrar of any discrepancies between what is submitted and what is typeset. Submitters are responsible for notifying the Registrar of any typesetting errors.

SIGNATURE AUTHORIZATIONS (Admin. Code § 5.74.2)

1. Any person who submits an argument for publication must sign that argument. If more than one person submits the argument each person must sign the argument. If the argument is submitted on behalf of an organization, the argument must include the name of the organization and the name and signature of at least one of the principal officers. If the submitter wishes to have only the name of the organization typeset, they are responsible for indicating their wishes on the copy. All signature authorizations must be made on a copy of the text of the argument. General signature authorizations will not be accepted.
2. Any person who submits an argument signs a statement agreeing that the argument is true and correct to the best of the signers knowledge and belief.

3. If the text of the argument includes the name of another person or organization, represented as favoring or opposing the measure, or represented as favoring or endorsing the argument, the signed consent of that person or organization must be submitted along with the argument.
4. Signatures on a Petition In Lieu of Printing Fee do not mean that the signer's name may be included as a signer of the actual ballot argument. Voters may separately sign either or both ballot arguments and Petitions In-Lieu of Printing Fees.
5. Signatures on a Petition In Lieu of Printing Fee must be original.
6. Signatures on arguments may be faxed in order to meet a filing deadline. However, the original copy must be in the Registrar's Office no less than 48 hours later.

DEADLINES FOR SUBMITTING LOCAL BALLOT ARGUMENTS

For the November 7, 1995 Consolidated Primary Election, the deadlines for submitting arguments are:

1. "Proponent's Arguments" and "Opponent's Arguments" -- Noon on Tuesday, August 22, 1995
2. Rebuttals to "Proponent's Arguments" and "Opponent's Arguments" -- Noon on Tuesday, August 29, 1995
3. Paid Arguments -- Noon on Tuesday, August 29, 1995

QUESTIONS?

A Brown Bag Lunch meeting to discuss Ballot Argument procedures will be held on Wednesday, August 2, at 12:00 Noon in Room 109 at 633 Folsom Street. The meeting is open to the public. Please bring your questions, ideas and other interested people, along with your lunch.

MORE QUESTIONS?

If there are questions about the procedures for submitting ballot arguments, please call Paul Manfuso, Administrative Manager, at (415) 554-4375.

OFFICE OF THE REGISTRAR OF VOTERS

Room 109, 633 Folsom Street
San Francisco, CA 94107
(415) 554-4375

Germaine Q Wong, Registrar of Voters

So that you may more efficiently contact the Registrar's office, please note the following management assignments:

Naomi Nishioka, Campaign Services Manager - Candidate and Petition Filings, Campaign Finance Filings

Aurora Pan, Precinct Services Manager - Polling Place Locations, Poll Workers, Polling Place Supplies and Equipment

Paul Manfuso, Administrative Manager - Budget, Personnel, Purchasing, Voter Information Pamphlet, Media Contact

David Tom, Operations Manager - Voter Roll, Voter Outreach, Absentee Voting & Computer Services - Tapes, Disks and Labels for Campaigns

City and County of San Francisco

BALLOT ARGUMENT CONTROL SHEET

Argument (check one) FOR ☐ or AGAINST ☐ Proposition

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What word processor did you use?

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Number of Words: X \$2.00 = + \$200.00 =

Discounts: (Circle) Form Only: \$25 *OR* Disk and Form: \$75 - _____

Early - Friday: \$150 *OR* Monday: \$50 - _____

SUB-TOTAL \$ (\$50 min.)

Signatures In-Lieu (Raw Count) _____ X 50¢ - _____

TOTAL DUE \$

Amount paid (if diff.) \$ _____ How Paid? Cash _____ Check # _____ Receipt # _____

Final Count of Signatures In-Lieu X 50¢ = Deficiency? _____

Corrected? ☐ Date? _____ How Paid? Cash ☐ Check # _____ Receipt # _____

Notes: _____

PETITION IN LIEU OF PRINTING FEE FOR LOCAL BALLOT ARGUMENT

We, the undersigned registered San Francisco voters, petition the Registrar of Voters to waive the printing fee for the following Ballot Argument IN FAVOR OF / OPPOSED TO (circle one) Proposition: _____ (letter or description)

Insert the EXACT text of Ballot Argument here, including names of all signers of the argument.

NOTICE TO THE PUBLIC THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR BY A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.

Use Pen Only --- PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE --- Use Pen Only

1	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
2	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
3	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
4	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
5	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
6	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
7	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
8	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
9	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only
10	New Reg-Aff #	Print Name _____ Signature _____ Date Signed _____	Residence Address _____ City _____ Zip Code _____	Official Use Only

DECLARATION OF CIRCULATOR

I am, and was during all the time while circulating this section of the petition, a registered voter of the City and County of San Francisco. I circulated this section of the petition and saw the appended signatures being written. To the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. All signatures were obtained between _____ 199__ and _____ 199__. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF CIRCULATOR (Print Name, Middle Name, Surname)	PRINTED NAME OF CIRCULATOR (Print Name, Middle Name, Surname)
RESIDENCE ADDRESS OF CIRCULATOR	CITY, STATE ZIP CODE TELEPHONE NUMBER
Executed at _____ CITY, _____ STATE, this _____ DAY _____ day of _____ 199__	



SAMPLE BALLOT ARGUMENT

Office of the REGISTRAR OF VOTERS

City and County of San Francisco

PREFERRED FORM FOR LOCAL BALLOT ARGUMENTS

The undersigned authors of the BALLOT ARGUMENT ("FOR" or "AGAINST")

FOR Z

PROPOSITION (Letter or Title) Z

at the election to be held in San Francisco
on (Date) Nov 3, 1993 hereby state that such argument is true and correct to the best of (his/her/their)
knowledge and belief.

Style Notes
B, I, or B I

< < < ----- KEEP TEXT WITHIN THESE VERTICAL LINES ----- > > >

of words
each line

B, I

Proposition Z will usher in a new era of municipal prosperity to our City. Business, labor, minorities, Republicans, Democrats, and neighborhood groups all support Proposition Z, for our children, and for the future of the City and County of San Francisco.

B

Proposition Z Will Cost No Money

An independent financial analysis done by one of the country's most respected accounting firms concluded that Proposition Z will NOT COST the taxpayers ONE CENT and will result in substantial long-term savings.

B, B

Don't be fooled by self-serving extremists who oppose this reform measure; they all have something to gain from the defeat of Proposition Z.

Richard C. "Rich" Jones

Richard C. Jones

Former County Central Committee Candidate

Diana Jones

Diana Jones

East of Embarcadero Improvement Association

Page 1 of 1

Attach additional pages as needed.
Please see sample on reverse side of this page.

Total # of
Words =

117

